

**Nursing Educational Center/ WRITING CENTER GRADUATE ASSISTANTSHIP  
(1 PART TIME, 10 HOURS PER WEEK)**

Department: Rhode Island College School of Nursing Graduate Department Nursing Education Center (NEC)

Reports to: School of Nursing Interim Graduate Department Chairperson

**PRIMARY PURPOSE:**

Assist with tutoring students in academic writing including APA format, grammar, research skills, and organization of academic papers. Tutoring takes place at the Nursing Education Center, located at 350 Eddy St. Providence, RI, to assist School of Nursing Faculty to support Rhode Island College undergraduate and graduate students who need assistance with writing for academic assignments.

**DESCRIPTION OF DUTIES AND RESPONSIBILITIES:**

- Assist with reviewing and correcting writing assignments for students requesting assistance.
- Provide support to students in applying APA format to academic papers.
- Respond to student requests for support in developing ideas and organizing written assignments.
- Review academic assignments for grammatical errors and educate students in appropriate use of grammar in academic writing.
- Use Microsoft Office programs to assist students with formatting.
- Maintain confidentiality and uphold the honor code in assisting students with academic work.

**Qualifications:**

The intern must be admitted into a graduate degree program at Rhode Island College, and must commit to a position for no less than one full academic year. MSN or DNP students are preferred. Other programs will also be considered when combined with relevant experience. Candidates must be well organized, have the ability to relate well with a diverse student population and must communicate effectively, orally, and in writing. Must be vigilant and able to uphold academic honesty. Must be punctual, reliable, and provide own transportation to the NEC located at 350 Eddy St. in Providence. Knowledge of and proficiency with computer software applications (Microsoft Office programs) is required.

**Student Outcomes & Contribution to Professional Development:**

Students will also gain experience working with students to develop writing and will have the opportunity to work with a diverse student population.

**To Apply:** E mail application, resume, and cover letter to School of Nursing Interim Graduate Department Chair Dr. Debra Servello at dservello@ric.edu